

HABEAS CORPUS RESOURCE CENTER

303 Second Street, Suite 400 South, San Francisco, California 94107

Phone: (415) 348-3800 Fax: (415) 348-3873

www.courtinfo.ca.gov/careers/



EMPLOYMENT OPPORTUNITY

JOB TITLE: HCRC CLERICAL ASSISTANT (Special Consultant) – TEMPORARY

JOB REQUISITION: 0712TCA

LOCATION: SAN FRANCISCO, CA

SALARY: \$15 PER HOUR

OVERVIEW

The Habeas Corpus Resource Center (HCRC) in San Francisco is recruiting for full- or 3/4-time temporary Clerical Assistant (Special Consultant). This temporary appointment will not last past February 28, 2013. Vacation and sick leave allowance, state holidays, and public transportation transit subsidy are paid. No other benefits are associated with this position except those required by law. Working hours are Monday through Friday, from 8:30 a.m. to 5:30 p.m.

The HCRC is a judicial branch entity established to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts.

RESPONSIBILITIES

Under supervision of legal staff (attorneys, paralegals, librarian, administration, etc.), the clerical assistant will furnish support to case team members working on habeas corpus petitions. Tasks include:

- Bates numbering, organizing, and indexing documents;
- Preparing documents for scanning and, in some cases, scanning the documents;
- Preparing labels and files;
- Disseminating and filing documents after scanning;
- Coding documents in the Introspect and CaseMap databases;
- Transcribing tapes, electronic dictation, and handwritten notes;
- Taking minutes and transcribing notes;
- Telephone relief at reception;
- Special projects as assigned; and
- Miscellaneous clerical duties.



QUALIFICATIONS

- Education equivalent to an AA/AS degree;
- Experience in the operation of personal computers and the use of Microsoft Word and Excel;
- Detail oriented and accurate;
- Ability to organize, prioritize, and coordinate multiple work activities to meet deadlines;
- Ability to work harmoniously with several different case teams;
- Understand and follow oral and written directions;
- Communicate effectively orally and in writing; and
- Knowledge of correct business English, including spelling, grammar, and punctuation.

HOW TO APPLY

This position **requires submission of an official application and response to the supplemental questionnaire**; cover letters and resumes are optional. Resumes without the required materials will not be considered.

Complete an [application](#) and supplemental questions and email to: jobapplications@hcrc.ca.gov

Please put the 0712TCA and your last name (only) in the subject line.

We cannot accept hand-delivered applications – please email. Thank you.

Refer to Req 0712TCA in all communications, including your application. Previous applicants must reapply for further consideration. **For earliest consideration, please apply by July 20, 2012.** This position is opened until filled.

Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. Due to the volume of applications received, we request that applicants do not contact HCRC regarding hiring status.

Please Note: If you are selected for hire, the Administrative Office of the Courts will require verification of employment eligibility or authorization to legally work in the United States.

THE HABEAS CORPUS RESOURCE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER.



SUPPLEMENTAL QUESTIONNAIRE FOR TEMPORARY CLERICAL ASSISTANT

This supplemental questionnaire is intended to obtain more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications. Please answer each question thoroughly.

1. Why are you interested in working for the Habeas Corpus Resource Center?
2. Describe your experience using databases and name the databases you have used.
3. Describe your experience providing clerical support.
4. What did you like best about the jobs you have had?
5. What did you like the least?
6. For each application listed below, state your level of proficiency as "Beginner," "Intermediate," "Advanced" or "None" and describe previous projects:
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. Adobe Acrobat
 - d. Database software (specify database)
 - e. Other software (specify)